

## DLS Gateway

### 10 Easy Steps for On-Line Submission of LA3 Data for EQV or Certification

1. **Log into Gateway** (at least one account set up for each city and town.  
Username & password faxed 11/27/2007. Local account administrators or city/town clerks can create additional accounts.) DLS Gateway is prominent under On-Line Services or as a large clickable image at [www.mass.gov/dls](http://www.mass.gov/dls).
2. **Click on LA3 tab**
3. **Click on Bulk Upload**
4. **Click on “Click Here for Correctly Formatted Template with Macros for Pre-Submission File Cleanup”** or, if confident that file is correctly formatted and contains none of these characters ~ ` ^ \* = { } | \ < > [ ] " ; then bypass this step. Otherwise, copy and paste your data into the template spreadsheet and click the “Clean for Upload” button.
5. Check that the **fiscal year** is correct and that the **process** is correctly set to either Cert or EQV on the *Bulk Upload* screen.
6. **Copy the data** (without column headers) and paste it into the box under “Copy bulk data below”. If you used the template in step 4, copy columns A through P from that spreadsheet. If you have your own correctly formatted spreadsheet, copy it from there. Paste either into the Bulk Upload box.
7. **Click the Process Bulk Data button.**
8. The system will show the number of correctly formatted records and any errors.
9. **When all errors have been resolved, click Save** at the bottom of the screen. A confirmation message will show the number of correct and incorrect records submitted for the selected fiscal year and process.
10. **Click on Sign & Submit LA3 Data** in the left panel. When ready to formally submit and lock the file from further local changes, click the Assessor signature box at the bottom of the page, optionally make any appropriate comments (that will become part of a permanent record), and click **Submit**.

These ten easy steps cover bulk submissions. Users can also search/update/delete uploaded but not yet submitted records, data enter individual sales, or generate statistical reports by following appropriate links in the left panel.